

 COLLINGWOOD G&M HOSPITAL	Document:	Primary Manual:	Code:
	Policy and Procedure	Facilities and Maintenance	Facilities-01.01
Title: Parking			
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Purpose

The aim of this policy is to ensure that parking at the Collingwood General and Marine Hospital (CGMH) is managed effectively and that a system of parking fees is applied consistently and fairly.

Policy Statement

The following CGMH Parking Policy applies to all users including:

- patients, families and visitors;
- CGMH employees and physicians providing service at the Hospital;
- employees of any organization whose facilities are located at the CGMH owned site;
- volunteers which includes CGMH and Foundation Board members, and in-hospital volunteers;
- community volunteer groups;
- students and trainees;
- sales, services reps and contractors.

1. General Parking Policy

- 1.1. In general, all users of CGMH's vehicle parking facilities are required to pay for parking as per the approved rates. This includes patients, families, visitors, community volunteer groups, students, medical learners, trainees, contractors and sales or service representatives.
- 1.2. Vehicles shall be parked only in properly marked and officially designated car parking spaces/areas.
- 1.3. Accessible parking facilities are provided close to the main entrances to the site. Only authorized users with valid government issued permits shall park in these spaces.
- 1.4. Short-term parking is also available for individuals who wish only to drop a patient off at the Emergency Department or Main Entrance, or are confident that the time they will spend at the Hospital will be less than 10 minutes. Short-term parking spaces are available in front of the Emergency Department and Main Entrance of the hospital.
- 1.5. Complementary parking is available to veterans with a valid Veterans Affairs Health Benefits Card. Veterans may visit the Cashier before they leave the Hospital to have their parking ticket validated.
- 1.6. Complementary parking may also be approved by members of the Strategic Leadership Team or Hospital Foundation to individuals who have attended the hospital at the request of the Hospital or Foundation.
- 1.7. CGMH assumes no responsibility for loss or damage due to fire, theft, vandalism, collision or otherwise, to the vehicle or its contents, however caused.
- 1.8. All money collected through parking revenue supports direct patient care, and helps offset the cost of parking lot maintenance, including snow removal.

2. Parking Rates

2.1. General Rates

Parking for the first 30 minutes is free and \$3.00 for the next half-hour or part thereof. Each subsequent hour or part thereof is \$3.00, to a per visit maximum of \$10.00.

Less than 30 minutes:	Free
Hourly rate	\$3.00
Maximum per visit	\$10.00

2.2. Discounted Rates

Any user may self-select to purchase a discounted parking pass from one of the two pay stations located at the hospital. These passes provide in and out privileges and are non-refundable.

Daily pass	\$10.00
Weekly pass (7-day)	\$35.00 (50% discount)
Monthly pass (30-day)	\$60.00 (80% discount)

% reduction based on \$10 per visit maximum (\$10 per day)

2.3. Exceptions to General Parking Policy

2.3.1. CGMH Employees and Physicians Providing Service at CGMH:

- All staff and physicians are required to pay for parking as per the approved staff rates until such time as the parking rate is amended generally for all employees.
- All staff and physicians will be issued parking access using their hospital ID badge. Staff and physicians are responsible for the care and safe keeping of their ID badge and will be responsible for the replacement cost of any lost, stolen or damaged ID Badges.
- To ensure adequate parking for patients, families and visitors, staff and physicians are to park in the designated staff and physician parking lots when reporting for a regular scheduled shift.

2.3.2. CGMH Volunteers and Foundation Volunteers/Donors:

- All volunteers for CGMH, including CGMH and Foundation Board members, and in-hospital volunteers, may park at CGMH facilities without cost during their regular scheduled shifts or meetings.
- All volunteers will be issued parking access through their hospital ID badge when they commence their volunteer duties and will be responsible for the care and safe keeping of the hospital ID badge including the replacement cost of any lost, stolen or damaged badges.
- The CGMH Foundation may provide free parking to any individual that visits the Foundation offices for the purpose of making a donation. This free parking will only be valid for that visit.

2.3.3. Delivery Vehicles, Couriers and Emergency Vehicles:

- Designated areas are identified for courier, delivery and emergency service vehicles.
- Regular courier and delivery personnel will be provided with a parking pass.

2.3.4. Contractors, Sales and Service Representatives:

- All sales and service representatives visiting CGMH are expected to pay for parking at the approved general rates.

2.3.5. Communication and Policy Review:

- Parking information, inclusive of the parking rates and this policy, shall be made available to the public through www.cgmh.on.ca
- Signage alerting the general public of the policy and reduced rates shall be posted at the entrance to the parking area and point of payment.
- CGMH parking facility users may provide feedback on the parking policy and rates through the CGMH Patient Relations process.
- This policy shall be reviewed by the Strategic Leadership Team annually.

References

Hospital Parking Directive (Ministry of Health and Long-Term Care, May 2016)

Historical Dates:	
Original Policy Date:	30/Sep/2016
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